

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PRISON COUNSELOR

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to carry out the activities of a prison counseling treatment and rehabilitation program. Work is performed by evaluating prisoners' behavior to determine when progress has been made through treatment programs.

There are three classifications in this job.

Position Code Title – Prison Counselor-E

Prison Counselor 9

This is the entry level. As a trainee, the employee carries out a range of professional prison counselor assignments while learning the methods of the work.

Prison Counselor 10

This is the intermediate level. The employee performs an expanding range of professional prison counselor assignments in a developing capacity.

Prison Counselor P11

This is the experienced level. The employee performs a full range of professional prison counselor assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Gives general vocational, academic, social, and personal counseling to individuals.

Evaluates prisoners' behavior, determines when progress has been made through treatment programs.

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Processes security classification sheets to determine inmates' custody level.

Prepares reports and progress information for submission to the Parole Board.

Participates in misconduct hearings.

Conducts Property Hearings to determine what kinds of personal belongings the prisoner will be entitled to have.

Provides assistance in structuring the total institutional program for the individual prisoner.

Explains the institution and its program to prisoners.

Maintains records and prepares reports and correspondence related to the work.

Develops case histories for use by psychiatrists and administrators for evaluation and treatment of social factors in the prisoner's situation, and for use in parole planning.

Interviews prisoners, their families and other interested individuals or agencies to obtain personal history data.

Meets with prisoners and prisoner groups to resolve problems and to explain rules and regulations.

Confers with administrative and medical personnel in formulating plans for work assignments, training and other aids in institution adjustment and parole preparation.

Participates in the development and implementation of substance abuse policies and programs within the facility; identifies prisoners with drug abuse problems.

Recommends either discipline or added privileges for prisoners to encourage acceptable behavior.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of individual and group counseling techniques.

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Knowledge of counseling and guidance tools and techniques.

Knowledge of the operations of a correctional facility.

Knowledge of methods of alleviating social, psychological and environmental problems which are unique to the correctional setting.

Knowledge of correctional facility custody rules, regulations, and procedures.

Knowledge of psychological and social problems in a correctional setting.

Knowledge of correctional treatment and rehabilitation programs.

Knowledge of the goals and objectives of correctional treatment services.

Knowledge of the trends in the treatment of prisoners.

Knowledge of the underlying theories and techniques of social work as it relates to prisoners.

Knowledge of security procedures.

Ability to apply current methods in the development of treatment plans for prisoners.

Ability to obtain and evaluate pertinent information from interviews with prisoners or prisoners' families.

Ability to deal with persons having anti-social attitudes, to win their confidence and influence their actions.

Ability to establish and maintain an effective working relationship with individuals and groups.

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

These jobs are located in a correctional facility.

Physical Requirements

None.

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Education

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, family relations, or theology.

Experience

Prison Counselor 9

No specific amount or type is required.

Prison Counselor 10

One year of experience providing professional prison counseling services equivalent to a Prison Counselor in state service.

Prison Counselor P11

Two years of experience providing professional prison counseling services equivalent to a Prison Counselor in state service, including one year equivalent to an intermediate level Prison Counselor.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PRISONCSR

Job Code Description

Prison Counselor

Position Title

Prison Counselor-E

Position Code

PRSNCSRE

Pay Schedule

W22-005